

*Draft Copy of Minutes Subject to Approval at the Next Meeting*

Planning, Zoning, and Historic Preservation Commission  
Meeting 06 July 2020

The Planning, Zoning, and Historic Preservation Commission consists of eleven members: Chairman Harry Rogers, Vice Chairman Abi Almandinger, Bill Barksdale, Jim Swatsenbarg, Levi Utter, and Mark Elliff. Non-Voting Members include Mayor Dan Rife, City Administrator Tom Short and Council Member Liaison Ed Barlow. Staff includes Public Works Director Zeb Carney. There is currently one vacancy on the board.

The July Meeting was conducted by Video Conference.

Commission Members Present: Harry Rogers, Abi Almandinger, Jim Swatsenbarg, Zeb Carney, Mark Elliff, Levi Utter, Ed Barlow, and Bill Barksdale.

Also, present Julie Tilley, and Sabrina Lynch.

A quorum was present.

Chairman Harry Rogers called the meeting to order at 5:31 p.m.

First order of business involved the minutes of the June 2020 meeting. Minutes were available for review in the packet prior to the meeting. Mark Elliff made a motion to accept the minutes as presented. Jim Swatsenbarg gave a second to that motion. Motion passed on a voice vote.

Abi Almandinger made a motion to amend the agenda by removing item #2, a Certificate of Appropriateness for placement of a sign at 820 Howard Street. (Placement is no longer an issue.) Levi Utter gave a second to the motion and on a voice vote, the motion passed.

Second order of business was a request for a Special Use Permit for a Daycare School to be operated at 820 Howard, Grace Episcopal Church. It was discussed that there had previously been a day care at the Church. Abi Almandinger inquired about the drop off and pick up location and Sabrina Lynch advised that it would be at the main entrance from the parking lot. Jim Swatsenbarg made a motion to approve the Special Use Permit. Levi Utter gave a second to that motion and on a voice vote the motion passed and will now be sent to City Council for final approval.

Third order of business was a request for a Certificate of Appropriateness for the placement of exterior signage at 204 East 4th Street. It was learned that the requestor, Amy Nelson, was no longer going to be associated with the business and that her partner, Keith McBride was the responsible party now. Neither Nelson nor McBride were present to answer questions from the board. Bill Barksdale made a motion to deny the Certificate of Appropriateness as the requestor was no longer associated with the business. Abi Almandinger gave the motion a second and on a voice vote, the motion passed, and the request was denied.

There were no further items on the agenda.

Jim Swatsenbarg made a motion to adjourn. Mark Elliff seconded that motion. Motion passed and meeting adjourned.

Respectfully submitted,  
Bill Barksdale